

INTRODUCTION

The City of Salina recognizes that each building project is unique and has a unique schedule. Therefore we offer several options for obtaining building permits with the intention that these services will better meet your project needs.

- Development Review Team (DRT) – Join us on Wednesday afternoons for a discussion of your project prior to submission of your building permit application. We will partner with your project team to discuss the code compliance aspects of your project based on the information provided to us. Contact the Development Coordinator at (785) 309-5715 to schedule a meeting.
- Concurrent Plan Review* – Many communities will only consider building permit applications in a sequential manner, which can be more time-consuming. However Salina will accept plans and perform plan review concurrently. City staff has set a 10-working day plan review goal where by the end of the 10th working day, you will either receive a plan review letter with comments from each department involved in the plan review or a building permit. This 10-working day plan review may vary depending on the scope of work involved with the building permit.
- Phased Permitting** – We offer the option of phased permitting to assist the timeline of your project. While the ultimate submittal requirements remain the same as for single-permit projects, breaking the project down into smaller scopes of work may allow construction to begin sooner.

The following checklist has been designed as a tool to assist you with the permitting process. Though developed primarily for new building permits, it also will be useful for other types of building permits, including additions, interior and exterior alterations. We recognize that each building project is unique and this checklist may not address all specific issues associated with an individual project even though those issues might require additional information to be shown on the plans.

This checklist identifies the items needed for City staff to perform a complete review of building plans. This checklist identifies the information required to address many, but not necessarily all of the code and ordinance issues that could arise on a project. This checklist also serves to identify the items that receive the most scrutiny during plan review. Despite its limitations, this checklist is designed to assist you and City staff in the preparation of a complete building permit application submittal.

*Concurrent Plan Review is optional.

**See Phased Permit Disclaimers throughout the remainder of this document.

EFFECTIVE USE OF THE REMAINDER OF THIS CHECKLIST

The remainder of this form is structured to accommodate phased permitting. If you choose to obtain one building permit for the entire scope of the project, you are required to submit the documentation listed for each type of phased permit. It is the building permit applicant's responsibility to determine which permitting method will best suit their needs. Phased submittals will result in the issuance of multiple building permits for the entire scope of the project. Salina offers several thresholds of phased permits including Footing and Foundation (with or without the floor slab), Building Shell, Exterior Finish, and Interior or Tenant Finish permits. ***Please contact the Building Services Division at (785) 309-5715 with questions regarding the submittal requirements listed in this form.***

*NOTE: All plans must be drawn to scale with the scale indicated on the drawing.
All plans must be signed and sealed by the appropriate design professional.*



Commercial Building Permit Submittal Guidelines

New Buildings

ADOPTED CODES & STANDARDS

2003 International Building Code
2003 International Fire Code / NFPA
2000 Uniform Mechanical Code
2003 Uniform Plumbing Code
2002 National Electric Code
City of Salina Standard Specifications
City of Salina Standard Details
City Ordinances

Salina Code
Chp 8 Code Amendments
Chp 14 IFC Amendments
Chp 35 Streets & Sidewalks
Chp 36 Subdivision Regulations
Chp 41 Water & Sewer
Chp 42 Zoning Ordinance

OTHER APPLICABLE CODES & AGENCIES

KS Dept of Health & Environment
FEMA
Federal Aviation Administration
Kansas State Fire Prevention Code
Kansas State Board of Technical Professions

US Army Corps of Engineers
Division of Water Resources
Kansas Dept of Transportation
ADAAG
Kansas Food Code

NOTE: The above listing of adopted codes and standards and other applicable codes and agencies is representative of the major influences of building permit plan review. However, this list may not be all-inclusive.

City staff encourages you to complete this checklist when preparing your initial submittal for preliminary reviews, a footing and foundation permit, building shell permit, interior finish permit or exterior finish permit. All items shown in this checklist must be provided as indicated, unless an item is deemed not applicable.

NOTE: Incomplete submittals will be returned for completion prior to review.

SUBMITTAL CONSIDERATIONS FOR ALL BUILDING PERMIT APPLICATIONS

- _____ 1. Applicable Board approval.
 - _____ a. Planning Commission
 - _____ b. City Commission
 - _____ c. Board of Zoning Appeals
 - _____ d. Downtown Design Review Board
 - _____ e. Heritage Commission
 - _____ f. US Army Corps of Engineers
 - _____ g. Other (please indicate) _____
- _____ 2. Building Permit Application*
- _____ 3. Four full sets** of plans and three partial sets*** of plans
- _____ 4. Five full sets** of plans and three partial sets*** of plans (food service projects only)
- _____ 5. FAA Determination for the Building (if building height exceeds airspace ceiling. Contact Building Services or Salina Airport Authority with questions.)
- _____ 6. BLF – 106* Process & Storage Information Form

* Forms are available on the Salina City Website www.salina-ks.gov.

** A full set of plans includes a survey, site plan, civil design plans, structural plans, architectural plans including a Code Foot Print, mechanical plans, electrical plans, plumbing plans, kitchen equipment plans (food service only) and landscape plans as applicable for your particular project.

*** A partial set of plans includes and survey, site plan, and civil design plans.

FOOTING & FOUNDATION PERMIT

Allows construction of footings, foundations, floor slab and underslab utilities work.

- _____ 1. Survey (surveyor's seal date within 24 months of submittal will be accepted) – reference BLF – 111 Survey Requirements
- _____ 2. Site Plan (Reference DRT-F #17 Site Plan Preparation Checklist*)
 - _____ a. Drainage Study (for property platted after 1980 (as required by the plat), for property located in Salina's Critical Drainage Area, and as required by the City Engineer)
 - _____ b. Landscape (Planting) Plan
 - _____ i. Planting species / variety / plant name Reference City of Salina Recommended Tree List
 - _____ ii. Number of each planting
 - _____ iii. Location of each planting
 - _____ iv. Planting Size (caliper or container size)
 - _____ v. Area identified for turf grass
- _____ 3. Floodplain Development Fill Permit (indicate date approved)
- _____ 4. Civil Plans
 - _____ a. Grading Plan – include current and proposed elevations, detention, roof drainage disposal
 - _____ i. Approved Copy of the Kansas Department of Health & Environment Notice of Intent (NOI)
 - _____ ii. Stormwater Erosion Control Plan
 - _____ iii. Soils Report
 - _____ b. Utility Plan
- _____ 5. Structural Plans
 - _____ a. Footing & Foundation Plans
 - _____ b. Superstructure Plans &/or Design Calculations including load factors
 - _____ i. Design Criteria (Wind Speed & Exposure Category, Ground Snow Load)
 - _____ c. Reinforcing Steel information
 - _____ i. Bar Size
 - _____ ii. Steel Grade
 - _____ iii. Lap Splices
 - _____ iv. Hook Length
 - _____ v. Spacing
- _____ 6. Architectural Plans
 - _____ a. Code Foot Print – reference Fire Facts 061*
 - _____ b. If floor slab is included in permit scope
 - _____ i. Underslab Mechanical Plans
 - _____ ii. Underslab Electrical Plans
 - _____ iii. Underslab Plumbing Plans
 - _____ iv. Superstructure Mechanical System Calculations or Preliminary Design
(if a non-prescriptive design method is used)
 - _____ v. Superstructure Electrical System Calculations or Preliminary Design
(if a non-prescriptive design method is used)
 - _____ vi. Superstructure Plumbing System Calculations or Preliminary Design
(if a non-prescriptive design method is used)
 - _____ a. Water system calculations
(if a non-prescriptive design method is used)
 - _____ b. Backflow prevention devices
 - _____ c. Grease Interceptor – reference 2003 UPC Chp 10 & Appendix H
 - _____ d. Sand /Oil Interceptor – reference 2003 UPC Chp 10 & Appendix K
 - _____ c. Fire Suppression System Plans
 - _____ i. Fire Line Size & Location
 - _____ ii. Fire Department Connection (FDC)
 - _____ iii. Post or Wall Indicator Valve (PIV or WIV)
 - _____ d. Roof Plan indicating method and path of stormwater drainage

BUILDING SHELL PERMIT (with or without EXTERIOR FINISH)

Allows construction of the complete exterior building envelope, the central core for elevators, stairways, public restrooms, shafts, and mechanical, electrical and plumbing distribution systems.

All items listed for the Footing & Foundation Permit must be completed and submitted in addition to the items listed below for a Building Shell Permit, unless the Footing & Foundation Permit was previously approved. If changes to previously approved permits occur, revised plans must be submitted for approval prior to work being done.

- _____ 1. Structural Plans
 - _____ a. Superstructure Structural Plans
 - _____ i. Structural Verification for Rooftop Equipment
 - _____ ii. Design Criteria (Wind Speed & Exposure Category, Ground Snow Load, Unbalanced Snow Loads, Live Loads, Drifting, etc.)
 - _____ b. Manufacturer's Certification
 - _____ i. Structural Drawings for pre-engineered metal buildings
 - _____ ii. Wood trusses
- _____ 2. Architectural Plans
 - _____ a. Code Foot Print – reference Fire Facts 061*
 - _____ b. Floor Plans
 - _____ c. Floors Plans and Elevations of ADA Restrooms with dimensions. Reference ADAAG Figures 28, 29, 30, 31, 32
 - _____ d. Building Elevations
 - _____ i. Primary overflow drains pipe size and slope
 - _____ e. Wall Sections w/ schedule– include construction material
 - _____ i. Indicate Structural Fire Protection design by prescription (IBC Table 720.1(1)) or UL / Gypsum Association (include design numbers as applicable) for all through-penetrations)
 - _____ a. Floor / Ceiling Assemblies w/ fire rating
 - _____ b. Roof / Ceiling Assemblies w/ fire rating
 - _____ c. Shaft walls
 - _____ ii. Draft Stopping
 - _____ iii. Fire Blocking
 - _____ f. Exterior Door & Door Hardware Schedule
 - _____ i. Fire rating of required door assemblies
 - _____ ii. Panic devices
 - _____ iii. Magnetic hold-open connected to fire alarm system
 - _____ iv. ADA requirements
 - _____ g. Window Schedule
 - _____ i. Safety glazing location
 - _____ ii. Egress window location and size
 - _____ h. Stair detail & section plans including rise, run, headroom, handrails, guardrails
 - _____ i. Handrail & guardrail details and elevations
 - _____ j. Superstructure Mechanical System Plans
 - _____ i. Mechanical equipment location and size
 - _____ ii. Method and location of roof access
 - _____ iii. Location of hoods and ducts

Commercial Building Permit Submittal Guidelines

New Buildings

-
- _____ iv. HVAC outside air calculations
 - _____ v. Paint Booth Requirements – reference BLF-131* & BLF-132*
 - _____ k. Superstructure Electrical System Plans
 - _____ i. Lighting
 - _____ ii. Emergency Lighting
 - _____ iii. Exit Lights
 - _____ iv. Switches
 - _____ v. Electrical Outlets / Receptacles, including GFCI
 - _____ vi. Equipment Disconnects
 - _____ vii. Service Equipment Locations
 - _____ viii. Transformer Location
 - _____ ix. Electrical Panel Locations / Sizes
 - _____ x. Type of Wiring Method used
 - _____ xi. Hazardous (Classified) Locations
 - _____ l. Fire Alarm System Plans
 - _____ m. Superstructure Plumbing System Plans
 - _____ i. Water system sizing, layout and calculations
(if a non-prescriptive design method is used)
 - _____ ii. DWV system isometrics including size and type of pipe
 - _____ ii. Backflow prevention devices
 - _____ iii. Grease Interceptor – reference 2003 UPC Chapter 10 & Appendix H
 - _____ iv. Sand /Oil Interceptor – reference 2003 UPC Chapter 10 & Appendix K
 - _____ v. gas pipe sizing, layout and calculations
 - _____ vi. Location of plumbing fixtures
 - _____ 3. Food Service Establishment Plan Review Documents – reference BLF-101*
 - _____ 4. Project Specification Manual (4 sets, unless foodservice, then 5 sets)



Commercial Building Permit Submittal Guidelines

New Buildings

EXTERIOR FINISH PERMIT

Allows structural construction / remodel to the exterior of a building

All items listed for the Footing & Foundation and Building Shell Permits must be completed and submitted in addition to the items listed below for a Exterior Finish Permit, unless the Building Shell Permit was previously approved. If changes to previously approved permits occur, revised plans must be submitted for approval prior to work being done.

- _____ 1. Structural Plans for exterior components
 - _____ a. Exterior Wall Framing Plans, including facades, mansards
- _____ 2. Architectural Plans
 - _____ a. Wall Sections
 - _____ b. Building Elevations
 - _____ c. Finish Schedule
 - _____ d. Exterior Door & Door Hardware Schedule
 - _____ i. Fire rating of required door assemblies
 - _____ ii. Panic devices
 - _____ iii. Magnetic hold-open connected to fire alarm system
 - _____ iv. ADA requirements
 - _____ e. Window Schedule
 - _____ i. Safety glazing location
 - _____ ii. Egress window location and size

INTERIOR / TENANT FINISH PERMIT

Allows construction of all interior walls, finishes; mechanical, electrical and plumbing systems

All items listed for the Footing & Foundation Permit and Building Shell Permit must be completed and submitted in addition to the items listed below for an Interior Finish Permit, unless the Footing & Foundation Permit and Building Shell Permit were previously approved. If changes to previously approved permits occur, revised plans must be submitted for approval prior to work being done.

- _____ 1. Architectural Plans
 - _____ a. Code Foot Print – reference Fire Facts 061*
 - _____ b. Finish Schedule
 - _____ i. Verify finish material meets flame and smoke spread ratings
 - _____ ii. Restroom finishes of hard, moisture-resistant surface
 - _____ c. Floor Plans
 - _____ i. Floor Plans and Elevations of ADA Restrooms with dimensions. Reference ADAAG Figures 28, 29, 30, 31, 32
 - _____ d. ADA Fixture Elevations
 - _____ i. Drinking Fountains (ADAAG Figure 27)
 - _____ ii. Mirrors
 - _____ iii. Toilet Tissue Holders
 - _____ iv. Grab Bars
 - _____ v. Toilets
 - _____ vi. Lavatories
 - _____ e. Wall Sections w/ schedule– include construction material
 - _____ i. Indicate Structural Fire Protection design by prescription (IBC Table 720.1(1)) or UL / Gypsum Association (include design numbers as applicable) for all through-penetrations
 - _____ ii. Shaft walls
 - _____ iii. Draft Stopping
 - _____ iv. Fire Blocking
 - _____ f. Floor / Ceiling, Roof / Ceiling Assemblies w/ fire rating
 - _____ i. Indicate Structural Fire Protection design by prescription (IBC Table 720.1(1)) or UL / Gypsum Association (include design numbers as applicable) for all through-penetrations
 - _____ g. Interior Door & Door Hardware Schedule
 - _____ i. Fire rating of required door assemblies
 - _____ ii. Panic devices
 - _____ iii. Magnetic hold-open connected to fire alarm system
 - _____ iv. ADA requirements
 - _____ h. Interior Window Schedule
 - _____ i. Safety glazing location
 - _____ ii. Egress window location and size
 - _____ i. Ramp and Stair detail & section plans including rise, run, headroom, handrails, guardrails
 - _____ j. Guardrail details and elevations
 - _____ k. Superstructure Mechanical System Plans
 - _____ i. Mechanical equipment location, size / demand (include all gas-fired equipment)

Commercial Building Permit Submittal Guidelines

New Buildings

- _____ ii. Location(s) of 120-volt electrical outlet for mechanical equipment
- _____ iii. Method and location of roof access
- _____ iv. Location and type of exhaust hoods and ducts
- _____ v. HVAC outside air calculations
- _____ vi. Paint Booth Location & Specifications – reference BLF-131* & BLF-132*
- _____ l. Superstructure Electrical System Plans
 - _____ i. Lighting
 - _____ ii. Emergency Lighting
 - _____ iii. Exit Lights
 - _____ iv. Switches
 - _____ v. Electrical Outlets / Receptacles, including GFCI
 - _____ vi. Equipment Disconnects
 - _____ vii. Service Equipment Locations
 - _____ viii. Transformer Location
 - _____ ix. Electrical Panel Locations / Sizes
 - _____ x. Type of Wiring Method used
 - _____ xi. Hazardous (Classified) Locations
 - _____ xii. Panel Schedule
 - _____ xiii. Power Distribution Diagram
- _____ m. Superstructure Plumbing System Plans
 - _____ i. Water system sizing and layout plan
 - _____ a. Calculations, if prescriptive method is not used
 - _____ ii. DWV system sizing, layout plan
 - _____ iii. DWV system isometrics including size and type of pipe
 - _____ iv. Backflow prevention devices
 - _____ v. Grease Interceptor – reference 2003 UPC Appendix H
 - _____ vi. Sand /Oil Interceptor – reference 2003 UPC Appendix K
 - _____ vii. Gas pipe sizing and layout plan
 - _____ a. Calculations, if prescriptive method is not used
 - _____ viii. Location of plumbing fixtures
- _____ n. Fire Suppression System Plans
 - _____ i. Fire Line Size & Location
 - _____ ii. Backflow Prevention Devices
 - _____ iii. Fire Department Connection (FDC)
 - _____ iv. Post or Wall Indicator Valve (PIV or WIV)
 - _____ v. Design Area
 - _____ vi. Hydraulic Calculations with Density Graph
 - _____ vii. Owner's Certificate
- _____ 2. Food Service Establishment Plan Review Documents – reference BLF-101*
- _____ 3. Project Specification Manual (4 sets, 5 sets for food service)